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**Financial Management**

**TEMPORARY DUTY ORDERS**

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AFI 65-103, 13 January 1995, is supplemented as follows:

This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 JTR and JFTR. System of records F010 AF A applies.

**1.2.5.** The following individuals are designated orders issuing and approving officials (OIAO): Under HQ USAFA: the Superintendent, Vice Commander, their assistants and executive officers; within the 34th Training Wing, the Wing Commander, Vice Commander, group and squadron commanders, their respective assistants, directors, and chiefs of divisions; within the Dean of Faculty, the Dean, Vice Dean, Director of Operations (HQ USAFA/DFS), and all department heads; within Personnel (HQ USAFA/DP), the Chiefs and NCOICs for Cadet Personnel (HQ USAFA/DPY), Career Counseling and Assignments (HQ USAFA/DPYC), and Quality Force (HQ USAFA/DPYQ); within the 10th Air Base Wing, the Wing Commander, Vice Commander, and all groups and squadron commanders, their respective assistants, directors and chiefs of divisions to include Relocations/Employment (10 MSS/DPMA), Employment (10 MSS/DPMAE), and Relocations/Separations (10 MSS/DPMAR). All squadron commanders, their respective operation officers and executive officers, and all organizations at the two-digit functional address symbol not otherwise indicated are also designated as OIAOs. Y-series orders will be issued and approved by the Chief, Affirmative Employment (10 MSS/DPCS).

**1.2.5.1. (Added)** When approving orders involving personnel not under your jurisdiction, ensure the member's commander, staff activity head, or mission element head approves the order or letter of request. Indicate this approval on order, such as "concurrence of commander obtained." This does not apply when authorized to authenticate orders for other units, for instance, A- or P- series orders for personnel actions, T-series orders for formal training.

**1.2.5.2. (Added)** Ensure compliance with Air Force Cadet Wing instructions and other policies and procedures when approving orders for cadets.

**1.2.20.** Orders-preparing agencies authorized to authenticate their own orders will maintain a log of their orders to include as a minimum of order series and number, action or name, and date of order.

**1.2.24.** Use USAFA Form 53, **Authorization for Invitational Travel**, or a composed order for invitational travel of Non-DoD personnel.

**2.3.1.** Individuals authorized to approve blanket orders on the Academy are the Superintendent (HQ USAFA/CC), Executive Officer (HQ USAFA/CCE) to the Superintendent, Commander 10th Air Base Wing (10 ABW/CC), Vice Commander (10 ABW/CV), Dean of Faculty (HQ USAFA/DF), Vice Dean of Faculty (HQ USAFA/DFV), Commander/Commandant of Cadets (34th TRW/CC), Vice Commander/Commandant (34th TRW/CV), Director of Athletics (HQ USAFA/AH), Director of Athletic Support/Programs (HQ USAFA/AHS/AHP), Director of Admissions (HQ USAFA/RR), and Admissions Executive Officer (HQ USAFA/RRD). No further delegations are authorized.

**Figure 2-2 Item 6(Added).** Enter the telephone number of the organizational orders monitor or the individual who is aware of the traveler and the TDY. This will be the point of contact for Travel Pay (10 ABW/FMFPT) and Defense Accounting (DAO/FT) should a question arise regarding the TDY order.

**Figure 2-2 Item ac(Added).** Designation of Servicing Terminal. When the local terminal will not be used, include the statement "Use of (name of terminal to be used) as servicing terminal authorized."

**2.8. (Added) Form Prescribed.** USAFA Form 53, **Authorization For Invitational Travel**.

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Director of Financial Management and Comptroller